

**Proposed Graduate on Time Schedule  
Major Administrative and Regulatory Milestones for PhD Candidates (Conventional PhD)  
(Non-Sciences)**

Semester	Activities	Output/Milestone	Comments
1	<ul style="list-style-type: none"> <li>• Attend Research Methodology Course</li> <li>• Attend Bahasa Melayu course*</li> <li>• Attend English language course**</li> <li>• Familiarization with and use of EndNote, Turnitin, editing software, data analysis and research tools</li> <li>• Conduct Literature Review</li> <li>• Proposal Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Research Methodology course</li> <li>• Fulfilment of language requirements</li> <li>• Presented research proposal</li> </ul>	
2	<ul style="list-style-type: none"> <li>• Extend Introduction section in proposal as Chapter 1 draft</li> <li>• Complete Literature Review</li> <li>• Conduct pilot study / start data collection</li> <li>• Attend at least 3 courses in Upskill Program (including GOT seminar)</li> <li>• Prepare for Candidature Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Literature Review</li> <li>• Thesis Plan/Outline of Thesis</li> <li>• Submission of Publication 1 (review paper / concept paper)</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates are strongly advised to use reference management software Eg: Mendeley, Bibtex, EndNote</li> </ul>
3	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Candidature Defence report writing</li> <li>• Attend at least 2 courses in Upskill Program</li> <li>• Candidature Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Candidature Defence</li> </ul>	<ul style="list-style-type: none"> <li>• Candidature Defence report should include data collection, findings, thesis outline</li> </ul>
4	<ul style="list-style-type: none"> <li>• Data analysis</li> <li>• Thesis write-up (Chapter 1, 2 &amp; 3)</li> <li>• Preparation of manuscripts for submission of publication</li> <li>• Attend at least 2 courses in Upskill Program</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of Publication 2</li> <li>• Completed drafts of three chapters</li> </ul>	

Semester	Activities	Output/Milestone	Comments
5	<ul style="list-style-type: none"> <li>• Thesis write-up (complete remaining chapters)</li> <li>• Presentation of Thesis Seminar</li> <li>• Attend at least 2 courses in Upskill Program</li> <li>• Submit 3 Months Notice for thesis submission</li> <li>• Attend Thesis Bootcamp</li> </ul>	<ul style="list-style-type: none"> <li>• Completed thesis draft</li> <li>• Presented Thesis Seminar</li> </ul>	
6	<ul style="list-style-type: none"> <li>• Finalize and submit thesis</li> <li>• Prepare for viva voce</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of thesis</li> <li>• Viva voce</li> </ul>	

**Notes:**

**Monitoring Panel**

1. Chairman & 1 member who is an expert in the field and a supervisor. A fourth member is allowed to be appointed if necessary.
2. The same panel should follow through the proposal presentation (seminar 1, Candidature Defence and thesis seminar (seminar 2)).
3. It is strongly recommended that one member is appointed as internal examiner.
4. The main responsibilities of the panel should include the following:-
  - a) Advise the student to improve the research proposal.
  - b) Monitor the progress of the student
  - c) Improve the thesis plan.

\*Applicable to all international candidates.

\*\* Applicable to international candidates who are writing their theses in languages other than English.